

LAND USE APPLICATION AND PERMIT INSTRUCTIONS

CITY OF WHITE SULPHUR SPRINGS

105 W. Hampton St., P.O. Box 442, White Sulphur Springs, MT 59645
Phone: (406) 547-3911 Fax: (406) 547-3945 Email: wss@itstriangle.com

General Instructions

- 1 - The City is not responsible for the survey.
- 2 - All applications/permits must be filled out and returned to the City to be approved.
- 3 - Construction CANNOT start until applications/permits are approved and inspection(s) are done.
- 4 - An incomplete application will void the permit.
- 5 - When the application is submitted, the property's corner pins must be marked with a visible flag or a stake above ground.
- 6 - Building setback distances must be at least 3 feet from the inside of the property line(s).
- 7 - The permit is good for 180 days.

Drawing Instructions

- 1 - Write the street names around your property on your drawing.
- 2 - Indicate whether your lot is a corner lot.
- 3 - The drawing does not need to be to scale.
 - It needs to show the location of all existing and proposed structures.
 - It needs to show the location of the proposed structures relative to the property lines.

Permit Fees

1 - Simple application/permit (no variance)	\$20
2 - Application with a variance (simple fee + variance)	\$120
3 - Conversion fee (simple application to a variance)	\$100
4 - Resubmittal fee (resubmitted after 180 days)	\$10

LAND USE PERMIT RULES

WATER / SEWER INSTALLATION RULES

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General Guidelines

- 1 - All applications/permits must be filled out and returned to the City to be approved.
- 2 - Construction CANNOT start until applications/permits are approved and inspection(s) are done.
- 3 - Scheduling inspections with the City is the individual/contractor's responsibility.
- 4 - Contacting the utility companies (phone and electric) is the individual/contractor's responsibility.
- 5 - Streets/alleys cannot be closed without City approval.
- 6 - Notifying the Sheriff's Office of street/alley closures is the individual/contractor's responsibility.
- 7 - All open or unsafe construction must be fenced.
- 8 - All safety rules must be followed.
- 9 - All asphalt removal must be paid for by the individual/contractor.
- 10 - Any damage to an electric, phone, fiber optic, TV, sewer, or water line is the responsibility of the contractor.
- 11 - All spills must be cleaned up by the individual/contractor.
- 12 - The contractor must have their own traffic control equipment.

Water and Sewer Rules

- 1 - All pipes, valves, and parts must be approved by the City.
- 2 - Cover and bedding material can be sand or small gravel 3/8-inch or less.
- 3 - The contractor is responsible for all bedding and backfill materials.
- 4 - All water and sewer lines must be bedded 3 inches..
- 5 - All water and sewer lines must have 1 foot of cover.
- 6 - Pit run may be used for fill after 1 foot of cover.
- 7 - All water and sewer lines must be compacted every 2 feet.
- 8 - All water and sewer lines must be inspected by the City before filling ditch(es).
- 9 - All repairs and/or new water or sewer lines in City streets must be completed before the contractor moves to another job or takes time off.